

## Confirmation of Supervision

### Application with a master's degree from a Swiss university or federal institute of technology

Applicants for doctoral studies in Human or Dental Medicine use the **special form**

**Submission deadlines:**  
(date of receipt)

- autumn semester: 15 October  
- spring semester: 31 March

Your online application for a doctorate will only be processed after submission of this confirmation and all required documents to the Admissions Office; address see above.

### Personal Data of the Applicant

Swiss matriculation number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Gender  male  female

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Extra line c/o \_\_\_\_\_

Street / House no. \_\_\_\_\_

Postcode / Location \_\_\_\_\_

Canton or Country \_\_\_\_\_

E-Mail address \_\_\_\_\_

Telephone number incl. area code \_\_\_\_\_

### Entry Qualification for a Doctorate

Title of your degree  
(e.g. Master of Science in Mathematics) \_\_\_\_\_

Date of issue of the degree \_\_\_\_\_

Full name of the university,  
where you achieved your degree \_\_\_\_\_

### Details of the Doctoral Thesis

Special field of the doctoral thesis \_\_\_\_\_

Title/degree sought: doctorate, PhD \_\_\_\_\_

I, the doctoral candidate, certify that all of the above statements are true and complete.

\_\_\_\_\_  
Location

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the doctoral candidate

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## Details of the Supervisor

To be completed by the supervisor

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Title \_\_\_\_\_

Institute, department, unit \_\_\_\_\_

E-mail-address \_\_\_\_\_

Telephone number incl. area code \_\_\_\_\_

Supervision of the doctoral candidate since/from onwards \_\_\_\_\_ (MM.YYYY)

I, the supervising lecturer, confirm to supervise the before mentioned doctoral candidate during the duration of his/her doctoral thesis at the University of Bern.

Location and date

Name of the supervisor  
in block letters

**Stamp and signature of the supervising lecturer**

## Qualifications for a Doctorate

To be completed by the dean's office of the relevant faculty or study coordination of the relevant graduate school

The doctoral candidate meets the prerequisites laid down in the relevant regulation for a doctoral thesis in the before stated field of study and is supervised during the duration of the doctoral thesis.

Location and date

Name of the signer  
in block letters

**Stamp and signature of the dean's office or graduate school**

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### Steps in your application for a Doctorate

- 1: Look yourself for a supervisor; contact the administration of the **institute/department** of the desired discipline of your doctorate. There is no list of supervisors at the University of Bern. Ask the department's/institute's administration if you need assistance.
- 2: Apply online at [www.application.unibe.ch](http://www.application.unibe.ch)  
*Current University Bern students do not have to apply online.*
- 3: Complete the confirmation of supervision
- 4: Confirmation of supervision incl. the following documents has to be passed on for signature to the supervisor:
  - a) Original of your university degree (Master's degree or Licentiate)  
*This does not apply to you if you achieved your degree at the same faculty where you want to pursue a doctorate.*  
If your university diploma does not show a grade, please add a list of your academic records.
  - b) Photocopy of your university entrance qualification (e.g. upper secondary school-leaving certificate, vocational upper secondary school-leaving certificate incl. "Passerelle" certificate, degree from a university of applied sciences, primary school teaching diploma and so on)  
*This does not apply to you if you are a former student of the University of Bern.*
  - c) Photocopy of your valid identity card (front and back) or valid passport  
*This does not apply to you if you are a former student of the University of Bern*
- 5: Application file is passed on for signature by the supervisor or the doctoral student to the dean's office of the relevant faculty or study coordination of the relevant graduate school. If necessary, additional documents will be requested.
- 6: Fully completed confirmation of supervision and application file have to be passed on to the Admissions Office
- 7: Delivery of the invoice for the registration and semester fees for doctoral students
- 8: Issuance and delivery of information about your **Campus Account**, if you are new at the University of Bern
- 9: **Certificate of registration** and delivery of **UNICARD** following receipt of payment

### Publication of doctoral dissertations on the server of the University Library

Put your doctoral dissertation online, so that interested people can find and look into it at any time.

More comprehensive information: [www.ub.unibe.ch](http://www.ub.unibe.ch) → Service → Elektronisch publizieren → Dissertationen